



PERMITTING AND DEVELOPMENT REVIEW DIVISION
FREDERICK COUNTY, MARYLAND
Department of Permits and Inspections

30 North Market Street • Frederick, Maryland 21701
Phone (301) 600-2313 • Fax (301) 600-2309

General Sign Permit Application Information

- Multiple signs to be located on the same property may be applied for on one permit application.
- Illuminated signs require an electrical permit. The electrical permit must be applied for before the sign permit can be issued.
- Replacement signs have the same submittal requirements as new signs.

Submittal Requirements – Freestanding Signs

- ☐ 1. Notarized letter of permission from the property owner to place the sign. If applicant is the licensed sign installer *for the property owner*, this is not required.
- ☐ 2. Completed Sign Permit Application.
- ☐ 3. Copy of the Real Property Data from www.dat.state.md.us for the property.
- ☐ 4. Seven (7) copies of the **Approved Phase 5 Site Plan**, stamped with approval date. For the permit process, setbacks from the proposed new sign to the property lines or nearest structure in each direction *must* be shown on all copies.
- ☐ 5. Five (5) copies of construction plans. Drawings must include the exact dimensions of the signage, as well as the wording on the sign. The numeric street address must also be shown on the plans. Street address numbers must be a minimum of 6" high and be on a stark contrasting background. The address must be clearly visible from the street, from either direction of travel. The address numbers should be located at or near the top of the sign. Two (2) copies of the Five (5) copies of construction plans must be signed and sealed by a Maryland Registered Architect/Engineer if either of the following applies:
 - a. Sign is ten (10) feet or more above grade
 - b. Sign is a monument sign four (4) feet high or more, retaining at least four feet of grade
- ☐ 6. Payment of fees are accepted by check or cash only. All fees must be paid for at time of application.

Submittal Requirements – Wall-Mounted Signs • Re-facing of any Existing Sign

- ☐ 1. Notarized letter of permission from the property owner to place the sign. If applicant is the licensed sign installer *for the property owner*, this is not required.
- ☐ 2. Completed Sign Permit Application.
- ☐ 3. Copy of the Real Property Data from www.dat.state.md.us for the property.
- ☐ 4. Seven (7) copies of the **Approved Phase 5 Site Plan**, stamped with approval date. For the permit process, the setback from the sign to the property line *must* be shown on all copies. Re-facing only: the site plans do not need to be the approved phase 5 site plan.
- ☐ 5. Five (5) copies of construction plans. Drawings must include the exact dimensions of the signage, as well as the wording on the sign.
- ☐ 6. Payment of fees. Check or cash is accepted. All fees must be paid for at time of application.

STEP ONE – APPLY FOR PERMIT

Where to apply: Applications are accepted in the Department of Permits and Inspections, at the above address.

When Applications Are Accepted: Applications are accepted Monday through Friday, (excluding County holidays) between 8:00am and 3:30pm. To ensure adequate time to complete your submittal, please apply prior to 3:00 pm.

STEP TWO – OBTAIN REVIEW APPROVALS

During processing, the permit application will be reviewed by several agencies for their approval. It is important that you check status of the application and address any concerns or requests for additional information promptly.

Plan Review Timeframes: Review timeframe by Plan Review and the Office of Life Safety is one week for their initial review comments for this application type.

Agency Review Status: Review timeframes for agencies outside of the Division of Permitting and Development Review may vary. If additional information is requested by any reviewing agency during processing, a notification is mailed to the applicant. Up-to-date review status may also be obtained via the Frederick County Government website www.FrederickCountyMD.gov/DPDR.

Permit Issuance:

When all reviews have been approved, the issued permit will be mailed out to the applicant usually within 24 hours of issuance

STEP THREE – OBTAIN INSPECTION APPROVALS

Inspections: The permit packet will contain valuable information regarding the inspection procedures, as well as one set of the reviewed construction plans to be kept onsite. Please read all information included in the packet when you receive it, so your inspection process goes as smoothly as possible.

Certificate of Completion: When final Building and Electrical inspections have been approved, a Certificate of Completion will be mailed to the applicant that applied for the Building Permit.

FREDERICK COUNTY DIVISION OF PERMITTING AND DEVELOPMENT REVIEW
DEPARTMENT OF PERMITS AND INSPECTIONS
30 NORTH MARKET STREET
FREDERICK, MARYLAND 21701
301-600-2313 INFORMATION



ATTACHMENT (A) - Signs

A/P #
Process
Date:
Application Reviewed By (initials):

Building Permit Application for SIGNS

SECTION I: CONTACT INFORMATION

Property Owner

Name(s):		
Current street address for above person(s):		
Town:	State:	Zip:
Daytime Telephone Number:		

Permit Service

Name of Permit Service when applicable:		
Street (mailing address) :		
Town:	State:	Zip:
Contact Person for Permit Service (Applicant/Contact)		
Daytime Telephone Number:		

Sign Installation Contractor

Company name: (Contractor must apply when contracted to do the work)		
Current street (mailing) address for Contractor:		
Town:	State:	Zip:
Maryland State Sign License number:		Exp Date:
Contact Person for Contractor:		
Contractor Telephone Number:		
Contractor Fax Number:		
Contractor e-mail Address:		

SECTION II: PROPERTY INFORMATION

Current Property Owner(s):	
Eight Digit Property Tax ID (account) #	
Acreage or Square Footage of Property:	
Water Type:	Sewer Type:
Well <input type="checkbox"/>	Septic <input type="checkbox"/>
Community <input type="checkbox"/>	Community <input type="checkbox"/>

Property Address of Jobsite:		
Town:	State:	Zip:
Subdivision Name:		Lot #
Is Property Within an Incorporated Town?		
Yes* <input type="checkbox"/> No <input type="checkbox"/>		
*Town paperwork must be submitted with application.		
Is this sign situated along a State Road? Y <input type="checkbox"/> N <input type="checkbox"/>		

Is there a roadside tree that will be disturbed or removed due to the proposed construction?(A roadside tree is defined as a plant that has a woody stem or trunk that grows all, or in part, within the right-of-way of a public road.)

Yes ☐ No ☐

BUILDING PERMIT APPLICATION: SIGNS Page Two of Two

General Information

Type of Work: ☐ NEW ☐ REPLACE

Cost of Construction: _____

Sign Permit Type: Directional ☐
 Permanent ☐
 Reface Only ☐

Any Electrical Work Involved? Y ☐ N ☐
 Is the Sign Illuminated? Y ☐ N ☐

Check The Sign Use:

Billboard ☐
 Commercial & Industrial ☐
 Contractor/Artisans Job Site ☐
 Farm Product Sales ☐
 Fuel Pricing ☐
 Home Occupation ☐
 Industrial Park, Incl All Uses ☐
 For Sale or Rent, Directional ☐
 School, Churches, Civic Org ☐
 Subdivision & Community ☐
 Subdivision Opening Announcmt ☐

Construction Details

Total Square Footage of Sign: _____

Wording on Sign: _____

Quantity of Signs: _____

Sign Dimensions: _____

Retaining Wall Height: _____

Freestanding Height: _____

Check Sign Type:

Awning Sign ☐
 Banner Sign ☐
 Billboard ☐
 Building Mounted Box ☐
 Canopy ☐
 Bld Mounted Channel Letter ☐
 Freestanding ☐
 Monument ☐
 Retaining Wall ☐

Setbacks:

Front ☐
 Rear ☐
 Right ☐
 Left ☐

Any additional information that will aid in the processing of your application:

IMPORTANT - PLEASE READ CAREFULLY

The Applicant hereby certifies and agrees as follows: 1) That he/she is authorized to make this application, 2) that the information is correct, 3) that he/she will comply with all regulations of Frederick County which are applicable hereto, 4) that he/she will perform no work on the referenced property not specifically described in the application: 5) that he/she knows that this permit does not include electrical or plumbing work: electrical and plumbing work require a separate permit. Any change without approval of the agencies concerned shall constitute sufficient grounds for the disapproval of a permit. The appropriate revision fee shall be charged.

Permit Application Extension :

The permit application is valid for 6 months. The fee to extend an application is the minimum fee. The request must be made in writing prior to the expiration date, with justification. Each extension for an application shall not exceed 6 months.

Properties Served by County Water and Sewer :

It is the applicant's responsibility to identify and disclose any water and/or sewer utilities or easements, in, on, or near the proposed improvements. Approval of this permit by DUSWM shall not, on behalf of the BOCC, be construed as a modification or amendment of any water or sewer easement nor constitute permission to encroach thereon. Should an encroachment be found in the future, the cost to remedy said encroachment shall be borne by the property owner.

Building Permits and Applications for Building Permits are non-transferable and non-assignable.

Signature of APPLICANT _____

Please print name _____

Connection with application _____



Martin O'Malley, Governor
Anthony G. Brown, Lt. Governor
John R. Griffin, Secretary
Eric Schwaab, Deputy Secretary

effective Oct. 1
Roadside Tree Law - Changes to Permit

Passed in 1914, the Roadside Tree Law and its regulations were developed to protect Maryland's roadside trees by ensuring their proper care and protection and to ensure their compatibility with the public utility system.

Before a roadside tree* is trimmed or cared for in any way including removed, a **Tree Care Permit must be obtained from the Maryland DNR Forest Service**. A roadside tree is any tree that grows all or in part within a public road right-of-way**. A permit is also needed to plant a tree within the public road right-of-way. Any work (including removals) performed on a roadside tree, 20 feet or greater in height, must be done by a licensed tree expert. If tree care or removal is performed on a roadside tree without a permit, a fine or more severe actions may be assessed by the Maryland DNR Forest Service.

During the 2009 Legislative Session, the Roadside Tree Law (NRA §5-401—5-406, Annotated Code of Maryland) was amended to state: **"A county or municipality may not issue a building permit to an applicant for any clearing, construction, or development that will result in the trimming, cutting, removal, or injury of a roadside tree until the applicant first obtains a permit from the Department in accordance with this section."** [NRA 5-406(D)] *emphasis added*

* a roadside tree is defined as a plant that has a woody stem or trunk that grows all, or in part, within the right-of-way of a public road. [COMAR 08.07.02.02.B.(10)]

** right-of-way of a public road is defined as that land the title to which, or an easement for which, is held by the State, county, or a municipality for use as a public road. [COMAR 08.07.02.02.B.(8)] Right-of-ways of a public road that has not been surfaced with either stone, shell, concrete, brick, asphalt, or other improved surface material is exempt. [COMAR 08.07.02.03A.(2)]

To determine if a permit has been issued:

A website query is currently being developed which will allow the public to query an address or the city to determine if a permit has been issued. This will be located on the MD Forest Service website. The query can only indicate if a permit has been issued. *A negative response from the Roadside Tree Permit Query may indicate that either a roadside tree permit was not requested at this address or that there are no roadside trees at this address (and no permit is required).* Please remember that all applicants receive a paper permit and can submit these as requested.

If the applicant needs a roadside tree permit, a permit can be obtained at:

To obtain a permit: <http://www.dnr.state.md.us/download/060905rtp.doc>

Mail the completed form to: http://www.dnr.state.md.us/forests/art/county_map.asp

To learn more about Roadside Tree Law: <http://www.dnr.state.md.us/forests/programapps/newrtlaw.asp>

For further information, please contact:

Eastern Region:	Central Region:	Southern Region:	Western Region:
(Caroline, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester Counties)	(Baltimore, Carroll, Cecil, Harford, Howard, and Montgomery Counties)	(Anne Arundel, Calvert, Charles, Prince George's, and St. Mary's Counties)	(Allegany, Frederick, Garrett, and Washington Counties)
Kathy Kronner MD Forest Service (410)-543-1950 kkronner@dnr.state.md.us	Tod Ericson MD Forest Service (410) 836-4578 tericson@dnr.state.md.us	Horace Henry MD Forest Service (410) 360-9774 hhenry@dnr.state.md.us	Becky Wilson MD Forest Service (301) 777-5591 bwilson@dnr.state.md.us

Marian Honecny, Supervisor Urban & Community Forestry, (410) 260-8511 or via email at mhonecny@dnr.state.md.us

Tawes State Office Building • 580 Taylor Avenue • Annapolis, Maryland 21401

410.260.8DNR or toll free in Maryland 877.620.8DNR • www.dnr.maryland.gov • TTY users call via Maryland Relay



Roadside Tree Permit – Typical Situations

9/17/09

